



PROJECT SUPERINTENDENT JOB DESCRIPTION

Job Purpose:

Our Project Superintendents oversee the day to day operations of a commercial construction project to ensure a safe, timely and cost-effective delivery.

Key Skills Required:

- *Minimum* 3-5 years of experience in construction supervision
- Read and understand construction plans and specifications
- Competent and understanding of safety and OSHA rules
- OSHA 10 or 30 card preferred
- Establish a teamwork atmosphere for each project between all trades personnel and management
- Should be proficient in Microsoft Office, Excel, Word, and Suretrak or similar scheduling software
- Experience with estimating and scheduling required
- Must be able to read plans, takeoff quantities and reference specifications
- Must be able to work in a team environment
- Need to demonstrate through experience that they can oversee construction projects as well as oversee **other construction personnel** in their responsibilities
- Must possess excellent communication skills

Responsibilities:

- Schedule subcontractors, consultants and vendors in critical path to ensure timely completion
- Perform quality control duties and responsibilities regarding the work being performed.
- Communicate with project team regarding RFI's and Material Submittals.
- Ensure that subcontractor is fully executing and complying with his contracted scope of work
- Coordinate required inspections with local jurisdictions
- Identify subcontractor non-compliance with safety, health and environmental quality standards
- Identify conflicts in construction progress and communicate them to project team for resolution
- Maintain daily log (written) of activities on the jobsite
- Perform Superintendent duties at multiple job sites, simultaneously
- Develop strong client relationships
- Ensure that the job site is always kept in a clean and organized manner.

- Perform job progress and completion punch list identification and completion
- Assist in budgeting, bidding and award of subcontracts
- Assist in obtaining permits or approval of revisions
- Gather project material submittals and maintain records of approvals at the job-site

Compensation & Benefits:

- Competitive salary & bonus structure
- Healthcare including medical, dental and vision
- 401k
- Tuition Reimbursement
- Vacation days
- Personal days